

Personnel Review Board  
Special Meeting Minutes  
June 6, 2022  
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RECEIVED FOR RECORD  
WATERBURY, CT  
2022 JUN -8 AM 8:08  
TOWN CLERK

Present: Rik Wells, Chairman  
Krum Chuchev  
Talivaldis Maidelis  
David Peabody

Absent: Cathy Patterson

Also Present: Christine Walters, Director of Human Resources; Kim Allen, Director of Finance; David Campo, Town Clerk; Brian Flaherty, Director of Recreation and Parks; Julie Watson Jones and Patti Waters, Registrars of Voters.

Mr. Wells called the June 6, 2022 Special Personnel Review Board Meeting to order at 6:00pm.

**1. Review and approval of the Meeting Minutes of May 19, 2022**

**MOTION:** Mr. Maidelis made a Motion to approve the May 19, 2022 Meeting Minutes of the Personnel Review Board. Seconded by Mr. Chuchev. (4-0) Unanimous.

**2. Job Description: Deputy Town Clerk (Town Clerk's Office)**

Christine Walters, Director of Human Resources, spoke on review of this job description now as the position will become vacant early fall with the retirement of the current Deputy Town Clerk; these revisions were presented to the GGA Union and approved; David Campo, Town Clerk, spoke on the Certified Connecticut Town Clerk (CCTC) designation and the training required for the position; discussion took place on essential duties and education requirements.

**MOTION:** Mr. Maidelis made a Motion to approve the Deputy Town Clerk Job Description with the amendments discussed. Seconded by Mr. Chuchev. (4-0) Unanimous.

**3. Job Description: Administrative Assistant I (Town Clerk's Office)**

Ms. Walters spoke how this job description was reviewed at the same time as the Deputy Town Clerk's description and minor revisions were suggested and approved by the 1303 Union; brief discussion took place on essential duties and purpose of the position.

**MOTION:** Mr. Maidelis made a Motion to approve the Administrative Assistant I Job Description with the amendments discussed. Seconded by Mr. Chuchev. (4-0) Unanimous.

**4. Job Description: Office Coordinator I (Finance Department)**

Ms. Walters spoke how this new job description will benefit the increasing demands of the Finance Department and has met with the approval of the First Selectman and the 1303 Union. Kim Allen, Director of Finance, spoke on the added responsibilities and the required skills needed in this position to meet the increasing demands of the Finance Department as well as the responsibilities associated with the various Boards/Agencies/Committees that fall within the Finance Department; clerical amendments recommended by Board Members.

**MOTION:** Mr. Maidelis made a Motion to approve the Office Coordinator I Job Description on the AS Wage Schedule, Grade 10, with the amendments discussed. Seconded by Mr. Chuchev. (4-0) Unanimous.

**5. Seasonal/Occasional Wage Schedule**

Ms. Walters spoke on how the existing wage schedule is out of date and in need of review and updating to secure staff for summer programs; Brian Flaherty, Director of Recreation and Parks, spoke on the challenges with recruiting summer staff this year based on higher area wages and competition for employees; this wage scale upgrade will assist with summer recruitment and help the town remain competitive in the area; Patti Waters and Julie Watson-Jones, Registrars of Voters, spoke on behalf of the Deputy Registrar of Voters, their responsibilities, duties, and placement on this wage schedule.

**MOTION:** Mr. Krum made a Motion to approve the Seasonal/Occasional Wage Schedule as presented. Seconded by Mr. Maidelis. (4-0) Unanimous.

**MOTION:** Mr. Maidelis made a Motion to adjourn the Personnel Review Board Special Meeting of June 6, 2022 at 6:33pm. Seconded by Mr. Chuchev. (4-0) Unanimous.

Respectfully Submitted,



Joan S. Barnes  
Recording Secretary